

December 10, 2015

JOB VACANCY ANNOUNCEMENT

**SUPREME COURT OF ILLINOIS
160 North LaSalle Street
Chicago, Illinois 60601**

Applicant may be required to submit additional material and/or complete job specific tests for the position.

POSITION:	Security Station Attendant
DIVISION:	Supreme Court Judicial Support
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
SALARY:	\$28,524 per year
REPORTING RELATIONSHIP:	Security Manager

ESSENTIAL DUTIES: Duties include: providing security for Judges and court personnel on an assigned floor, patrolling floors on foot and observing incidents or concerns that may require additional attention, preparing comprehensive incident reports, maintaining order and decorum during court proceedings, answering the telephone at the security station and disseminating telephone messages, greeting and directing visitors at assigned area, sorting and distributing mail, assisting the First District Appellate Court when required, and preparing meeting rooms.

EXPERIENCE AND SKILL REQUIREMENTS: Individual must have a minimum of three (3) years of working experience and certified training within the security or law enforcement field. Certification in CPR/AED is preferred or ability to obtain a certification within six (6) months of hire. Must possess a valid Illinois driver's license. Individual must demonstrate strong interpersonal skills, be able to maintain confidentiality and work in a team environment. This is an **UNARMED** position.

PHYSICAL REQUIREMENTS: Ability to stand and sit for extended time periods. Ability to patrol floors on foot and deliver packages/mail to different areas of the building and the downtown Chicago area. Some lifting to set-up/take down chairs, tables and equipment for meetings is required. Office work environment requiring business attire.

Applicants must submit resume and cover letter to:

**Supreme Court of Illinois
Michael Bilandic Building
Attention: Patrick Cronin
160 North LaSalle Street, 18th Floor
Chicago, Illinois 60601**

Applicant's information must be received by 4:30 p.m. on Thursday, December 31, 2015.

EQUAL OPPORTUNITY EMPLOYER